

PHASE TWO

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Add TDA Paragraph Numbers?

MODULE: Authorizations

INTRODUCTION

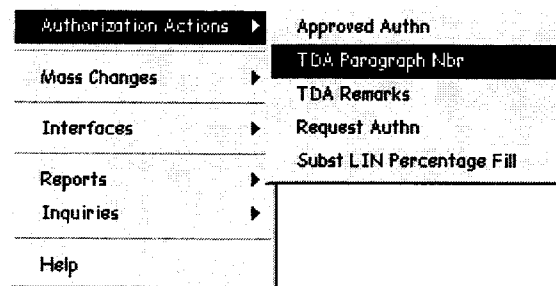
This process is used to establish a table of TDA Paragraph Numbers that is used to populate the drop-down List in the Approved Authorizations Add/Change/Delete process.

PREREQUISITES

None

STEPS TO PERFORM ACTION

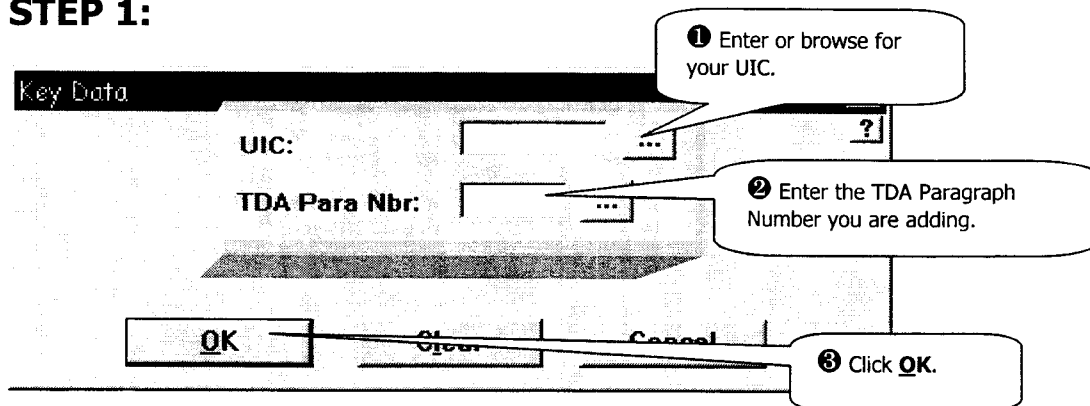
1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Authorization Actions** from the program group.
3. Select **TDA Paragraph Nbr** from the program list.



HINT!

This is an optional process but it is recommended if the Authorizations are being tracked at the Hand Receipt Holder level. This allows you to choose the TDA Paragraph Number from the Drop Down List on the Authorization Screen and if the Description of the TDA Paragraph Number contains the Hand Receipt Holder number it makes it easier to choose the correct value for the Authorization.

STEP 1:



Add TDA Paragraph Numbers? (Cont'd)

STEP 2:

The screenshot shows a software window titled "TDA Paragraph Number Add/Change/Delete". The window has a menu bar with icons for a printer, a document, a car, and a calendar. Below the menu bar is a "Key Data" section with two labels: "UIC:" and "TDA Para Nbr:". Below this is a large text input field labeled "TDA Para Desc:". A speech bubble with a circled "1" points to this field, containing the text "Enter the description of the TDA Paragraph Number." Below the input field is a button labeled "Add". A speech bubble with a circled "2" points to this button, containing the text "Click Add." At the bottom of the window is a row of four buttons: "Delete", "Add", "Clear", and "Exit".



HINT!

It may be beneficial to indicate your Hand Receipt Holder Number in the description.

Add TDA Remarks?

MODULE: Authorizations

INTRODUCTION

This process is used to establish new TDA Remarks for Hand Receipt Holders.

This process allows you to add, change, or delete a remark to the Authorization Table.

PREREQUISITES

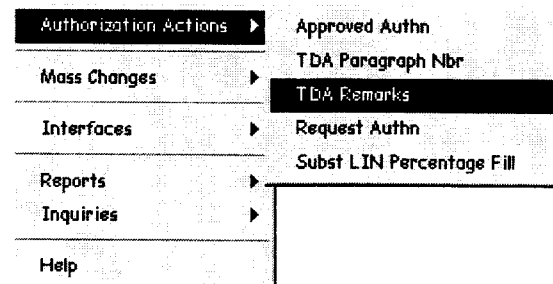
None

STEPS TO PERFORM ACTION

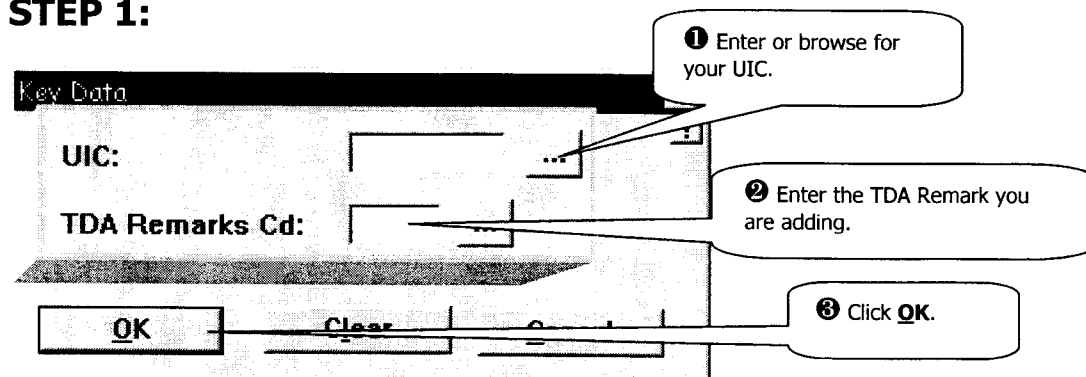
1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Authorization Actions** from the program group.
3. Select **TDA Remarks** from the program list.



Authorizations



STEP 1:



Add TDA Remarks? (Cont'd)

STEP 2:

The screenshot shows a window titled "TDA Remarks Add/Change/Delete". The window has a menu bar with icons for a printer, a folder, a document, and a help icon. Below the menu bar is a "Key Data" section with two fields: "UIC:" and "TDA Remarks Cd:". Below this is a large text area labeled "TDA Remarks:". A speech bubble with a circled "1" points to this text area, containing the text "Enter the TDA Remark." At the bottom of the window is a button bar with four buttons: "Delete", "Add", "Clear", and "Exit". A speech bubble with a circled "2" points to the "Add" button, containing the text "Click Add."

Key Data

UIC: _____

TDA Remarks Cd: _____

TDA Remarks: _____

① Enter the TDA Remark.

② Click **Add**.

Delete | Add | Clear | Exit

Add A New Hand Receipt Holder And/Or Sub?

MODULE: Hand Receipt

INTRODUCTION

This process is used to add a new Hand Receipt Holder and/or a new Sub Hand Receipt Holder.

If you are using the Authorization Module and are tracking the Authorizations down to the Hand Receipt Holder level you must enter a TDA Paragraph Number. This TDA Paragraph Number must be unique, it cannot be on any other Hand Receipt Holder. If you are building a Sub Hand Receipt Holder you must leave the TDA Paragraph Number blank. The Sub Hand Receipt Holder uses the TDA Paragraph Number of the Major Hand Receipt Holder it is attached.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Maj/Sub Hand Receipt Holder** from the program group.



End Item Actions	▶
Component Actions	▶
Bar Cd/Ser Nbr Change	
HRH Pending Turn-In/Transfer	
Database/UIC Transfer Actions	▶
Mfr Key Change	
Bulk Asset Price Adjustment	
Mass Changes	▶
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions	▶
AbP Reporting	▶
Automated Inventory Actions	▶
Interfaces	▶
Reports	▶
Inquiries	▶
Help	

Add A New Hand Receipt Holder And/Or Sub? (Cont'd)

STEP 1:

Key Data

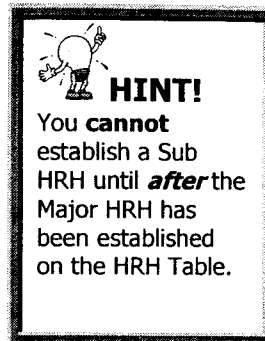
UIC:

HRH Nbr:

1 Enter or browse for your UIC.

2 Enter the **NEW** HRH Nbr.

3 Click **OK**.



STEP 2:

Major/Sub Hand Receipt Holder Add/Change/Delete

Key Data

UIC:

TDA Para Nbr:

HRH Loc:

Office:

Office Name:

Alt HRH Name:

Alt Phone Nbr:

Last Inv Dt:

Order Dt:

Inv Due Dt:

Updt Due Dt:

Remarks:

1 Enter your TDA Paragraph Number for your HRH Nbr, if required by your Activity.

2 Enter the location of the hand receipt holder.

3 Enter the office/code of the hand receipt holder.

4 Enter the office name of the hand receipt holder.

Add A New Hand Receipt Holder And/Or Sub? (Cont'd)

STEP 3:

Major/Sub Hand Receipt Holder Add/Change/Delete

Key Data
UIC: _____ HRH Nbr: _____

TDA Para Nbr: _____

HRH Name: _____

HRH Phone Nbr: _____

Alt HRH Name: _____

Alt Phone Nbr: _____

☐ HRH Transfer Authority

Last Inv Dt: _____ Order Dt: _____

Inv Due Dt: _____ Updt Due Dt: _____

Remarks: _____

Delete Add Clear Exit

1 Enter the name of the hand receipt holder.

2 Check this box if you want the hand receipt holder to have authority to transfer items.

3 Enter the phone number of the hand receipt holder.

STEP 4:

Major/Sub Hand Receipt Holder Add/Change/Delete

Key Data
UIC: _____ HRH Nbr: _____

TDA Para Nbr: _____

Office: _____

HRH Name: _____

Alt HRH Name: _____

Alt Phone Nbr: _____

☐ HRH Transfer Authority

Last Inv Dt: _____ Order Dt: _____

Inv Due Dt: _____ Updt Due Dt: _____

Remarks: _____

Delete Add Clear Exit

1 If there is an alternate hand receipt holder, then enter that person's name.

2 If there is an alternate hand receipt holder, then enter phone number for that person.

Add A New Hand Receipt Holder And/Or Sub? (Cont'd)

STEP 5:

Key Data

UIC: _____ HRH Nbr: _____

TDA Para Nbr: _____ HRH Loc: _____

Office: _____ Office Name: _____

HRH Name: _____

HRH Phone Nbr: _____

Alt HRH Name: _____

Last Inv Dt: _____ Order Dt: _____

Inv Due Dt: _____ Updt Due Dt: _____

1 Enter the date the HRH performed their last inventory.

2 Enter the date the hand receipt order was effective.

3 Enter the date the hand receipt holder is due for the next inventory.

4 Enter the date the Hand Receipt Holder is required to submit an updated inventory of the items on the hand receipt.



HINT!

Dates must be in YYYYMMDD format.

STEP 6:

Key Data

UIC: _____ HRH Nbr: _____

TDA Para Nbr: _____ HRH Loc: _____

Office: _____ Office Name: _____

HRH Name: _____

HRH Phone Nbr: _____

Alt HRH Name: _____

Alt Phone Nbr: _____

Last Inv Dt: _____ Order Dt: _____

Remarks: _____

☐ HRH Transfer Authority

1 If desired, enter a remark.

Delete Add Clear Exit



HINT!

Refer to the Navigating DPAS section, **Setting User Defaults** to automatically display your Hand Receipt Holder Number wherever the HRH Nbr is to be input.

2 Click **Add**.

Substitute Items?

MODULE: Hand Receipt

INTRODUCTION

To identify an asset as a Substitute for an Officially Authorized Asset you build the Authorization for the Officially Authorized Asset. Then place the Authorization Control Number from the Officially Authorized Asset on the Substitute Asset. The Substitute Asset (LIN) does not have an Authorization Record built. It attaches to the Authorization of the Officially Authorized Asset.

PREREQUISITES

Before you can substitute an item, you must first have the item authorized.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.



**Hand
Receipt**

End Item Actions ▶	Increase
Component Actions ▶	Decrease
Bar Cd/Ser Nbr Change	Lateral Transfer
HRH Pending Turn-In/Transfer	HRH Transfer
Database/UIC Transfer Actions ▶	Selected Change
Mfr Key Change	Stock Nbr Change
Bulk Asset Price Adjustment	Price Adjustment
Mass Changes ▶	
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions ▶	
ADP Reporting ▶	
Automated Inventory Actions ▶	
Interfaces ▶	
Reports ▶	
Inquiries ▶	
Help	

Substitute Items? (Cont'd)

STEP 1:

Key Data

Type Action

☒ New Procurement ☐ Admn Adj Rpt (AAR)

☐ Transfer In ☐ Ammunition

☐ Reversal

☐ Bulk Asset

UIC: ... Doc Nbr: ...

Bar Cd: Prefix ... ☐ Auto Assign

Stock Nbr: ...

Serial Nbr: ...

OK Clear Cancel

1 Select the type of action for the asset.

2 Select the UIC for the asset (may be displayed by default).

3 Browse for or enter Document Number for the asset.

STEP 2:

Key Data

Type Action

☒ New Procurement ☐ Admn Adj Rpt (AAR)

☐ Bulk Asset

Bar Cd: Prefix ... ☐ Auto Assign

Stock Nbr: ...

Serial Nbr: ... ☐ Multiple Entries

OK Clear Cancel

1 If your Activity uses bar codes, enter a bar code, OR...

2 If you want DPAS to auto assign your bar codes, click the **Prefix** button. Then select the user defined prefix, OR...

3 Enter the stock number AND serial number.

4 Click **OK**.



HINT!

If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.

Substitute Items? (Cont'd)

STEP 3:

End Item Increase

Key Data
Bar Cd: _____
Serial Nbr: _____

UIC: _____
Doc Nbr: _____

HRH Nbr: _____ Qty: _____ Acq Cost: _____

Fund Cd/Appn: _____ Mfr Yr: _____ Mfr Key: _____

Authn Ctl Nbr: _____ Acq Dt: _____ Eff Dt: _____

Mfr Serial Nbr: _____

Cptl Cd: _____ Task Cd: _____
Exp Cd: _____ Job Order Nbr: _____
Lo/Le Cd: _____ Cntr/PO Nbr: _____

Page 1 of 2 [Related Data](#) [Next Page](#) [Save](#) [Clear](#) [Exit](#)

Annotations for Step 3:

- 1 Enter or browse for the appropriate HRH Nbr.
- 2 Enter cost of the item.
- 3 Enter or browse for the appropriate Fund Cd/Appn.
- 4 Enter the year the asset was manufactured.
- 5 Browse for the appropriate Manufacturer Key.

STEP 4:

End Item Increase

HRH Nbr: _____ Acq Cost: _____

Authn Ctl Nbr: _____ Acq Dt: _____ Eff Dt: _____

Mfr Serial Nbr: _____ Qty: _____

Asset Cd: _____
Cptl Cd: _____
Exp Cd: _____
Lo/Le Cd: _____

Off: _____
Task: _____
Job: _____
Cntr/PO Nbr: _____

Page 1 of 2 [Related Data](#) [Next Page](#) [Save](#) [Clear](#) [Exit](#)

Annotations for Step 4:

- 1 Enter or browse for the Authorization Ctrl Number of the authorized item.
- 2 Enter the date the asset was bought. Policy varies by agency.
- 3 Enter Effective Date for asset. Varies by agency.
- 4 Enter the manufacturer's serial number.
- 5 For bulk items, enter the number of items you are adding.



To get the substituted item, you **MUST** enter the Authorization Control Number of the authorized item!!

Substitute Items? (Cont'd)

STEP 5:

End Item Increase

Key Data

Bar Cd: UIC:

Serial Nbr: Doc Nbr:

Stock Nbr: Nomen:

HRH Nbr: ... Acq Cost

Fund Cd/Appn: ... Mfr Yr: ...

Authn Ctl Nbr: ... Acq Dt: ...

Asset Cd: ...

Cptl Cd: ...

Exp Cd: ...

Lq/Le Cd: ...

PO Nbr: ...

Page 1 of 2

Related Data Next Page Save

1 Select appropriate Asset Code.

2 Select appropriate Capitalization Code.

3 Select appropriate Expense Code.

4 Select appropriate Loan/Lease Code.

STEP 6:

[illegible]

Substitute Items? (Cont'd)

STEP 7:

End Item Increase

Loc: Site Cd: PBIC:

Lot Nbr: Expr Dt:

Cond: Intrns:

Sys Id: Local Use:

IPE Nbr: AC:

Remarks:

Ref File Name ...

ADP Sys Id:

ADP Owner Cd:

Acq Cd:

Maint Type Cd:

Monthly

Maint Cost:

Rental Cost:

Page 2 of 2

Related Data Prev. Page Save Clear Exit

1 Enter physical location of the asset.

2 Enter or browse for asset's storage location.

3 Enter or browse for the PBIC.

STEP 8:

End Item Increase

Lot Nbr: Expr Dt:

Cond Cd: Intrns Cd:

Sys Id: Local Use:

IPE Nbr: Sending DOD:

Remarks:

Ref File Name ...

ADP Sys Id:

ADP Owner Cd:

Acq Cd:

Maint Type Cd:

Monthly

Maint Cost:

Rental Cost:

Page 2 of 2

Related Data Prev. Page Save Clear Exit

1 Lot Number is used for bulk managed assets only.

2 Enter the Expiration Date for time when asset is no longer considered usable for its intended purpose, or when the authority to operate the asset ends.

3 Select the appropriate Condition Code of the asset for degree of serviceability.

4 Enter Intransit Code for asset's moves between activities, if applicable. (Inbound or Outbound).

Substitute Items? (Cont'd)

STEP 9:

End Item Increase

1 Enter System ID for asset, if used.

2 Enter any text desired in Local Use.

3 Enter Industrial Plant Equipment Number, if used.

4 Enter the losing Activity's DODAAC for a transfer.

Site Cd: Expr Dt: Intrns Cd: Local Use: Sending DODAAC: Remarks: ADP Owner Cd: Acq Cd: Maint Type Cd: Monthly Maint Cost: Rental Cost:

Page 2 of 2 Related Data Prev. Page Save Clear Exit

STEP 10:

End Item Increase

1 Enter any User Remarks, if used.

2 Click this button if you want to attach any reference files to the item.

Loc: Lot Nbr: Cond Cd: Sys Id: Site Cd: Expr Dt: PBIC: Intrns Cd: Remarks: Ref File Name: AD AD Monthly Maint Cost: Rental Cost: Acq Cd: Maint Type Cd: Save Clear Exit

Substitute Items? (Cont'd)

STEP 11:

End Item Increase

Loc: _____ Site Cd: _____ PBIC: _____

Lot Nbr: _____

Sys Id: _____

IPE Nbr: _____ Sending _____ AC: _____

Remarks: _____

ADP Sys Id: _____

ADP Owner Cd: _____

Acq Cd: A -Not Reported

Maint Type Cd: X -None of the Above

Page 2 of 2 Related Data Prev. Page Save Clear Exit

STEP 12:

End Item Increase

Loc: _____ Site Cd: _____ PBIC: _____

Lot Nbr: _____ Expr Dt: _____

Cond Cd: _____ Intrns Cd: _____

Sys Id: _____ Local Use: _____

IPE Nbr: _____ Sending DODAAC: _____

Remarks: _____

Ref File Name: _____

ADP Sys Id: _____

ADP Owner Cd: _____

Acq Cd: _____

Maint Type Cd: _____

Monthly

Maint Cost: _____

Rental Cost: _____

Page 2 of 2 Related Data Prev. Page Save Clear Exit

Substitute Items? (Cont'd)

Below is an example of the Authorization Hand Receipt Report

```

REPORT: DPTD221R          DEFENSE PROPERTY ACCOUNTABILITY SYSTEM    DATE: 20010316 TIME: 10:09 PAGE: 2
ACTIVITY/UTC: HA 046602    HAND RECEIPT REPORT BY HRR MBR          LIN RANGE: -           D
ACTIVITY NAME: ARMY MATERIAL COMMAND    HRR MBR: 1402 -           O
PROP TYPE: INMTL PROPERTY (STATION PROP)                                D
                                     3 C R 3
                                     L E C C C I A
                                     C C M I I I C S
                                     D I C C C C C C P
AUT LIN  SUB LIN  GENERIC NUMBER      AUTH DOC  SITE DUE IN  REQ  AUTH  O/H
STX MBR   UI NUMBER      DOC MBR    CD    STATUS
-----
TOTAL ACQ COST
-----
H50972    TRUCK 3/4 TON GENERAL PURPOSE    LTR          5    3
23200000021999  EA TRUCK 3/4 TON GP    0396FD10750001    2 MD 0 U 0
                                     $50,000.00
23200000021999  EA TRUCK 3/4 TON GP
                                     $30,000.00

HRR MBR   BAR CD   SER MBR/LOT MBR    QTY  SC  ITEM ACQ COST    MTR NAME
-----
1402 -    111      111                1    1    $20,000.00    UNASSIGNED
D53204
23200000028647  EA TRUCK 3/4 TON MP
                                     $30,000.00
                                     MD 0 U 0

HRR MBR   BAR CD   SER MBR/LOT MBR    QTY  SC  ITEM ACQ COST    MTR PART MBR    MTR NAME
-----
1402 -    TTT      TTT                1    1    $30,000.00    UNASSIGNED
T55555
23200011111990  EA TRUCK, CARGO
                                     $30,000.00
                                     HC A C U 0

```

Notice that the Sub LIN is displayed after the authorized item.

Substitute LIN Percentage Fill

MODULE: Authorizations

INTRODUCTION

The purpose of this process is to provide for the interactive establishment, update, or deletion of substitute line item number percentage fill records in the Subline Item Number Table. The user utilizes the Subline Item Number Table to submit or revise asset percent fill rates on authorized substitute line item numbers, in-lieu of line item numbers, and non-type classified items. The percent rates will be used in the calculations of the Equipment On-Hand ratings for the Equipment Readiness Report.

PREREQUISITES

The Parent UIC must exist on the UIC Table.

The Authorization Tracking selection of the Parent UIC on the UIC Table must be **Yes**.

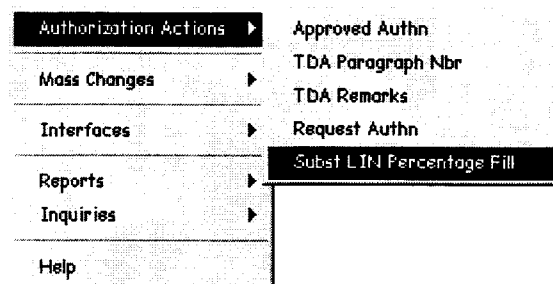
Access to the Parent UIC must be authorized.

The LIN must be cataloged.

The Substitute LIN must be cataloged.

STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Authorization Actions** from the program group.
3. Select **Subst LIN Percentage Fill** from the program list.



Substitute LIN Percentage Fill (Cont'd)

STEP 1:

Key Data

Parent UIC:

LIN:

Subst LIN:

OK Clear Cancel

1 Enter the parent UIC.

2 Enter the LIN you are substituting.

3 Enter the new LIN.

4 Click **OK**.

STEP 2:

Substitute LIN Percentage Fill Add/Change/Delete

Key Data

Parent UIC:

LIN:

Subst LIN:

Asset Pct Fill Rt: %

Asset Subst Cd:

Delete Add Clear Exit

1 Enter the adjusted quantity of fill for the required MTOE/TDA LIN.

2 Select the appropriate Asset Substitute Code.

3 Click **Add**.

Asset Substitute Codes

S - Authorized Substitute

I - In-lieu-of

N - Non-type classified items

Obtain Miscellaneous Type Document Numbers?

MODULE: Document Register

INTRODUCTION

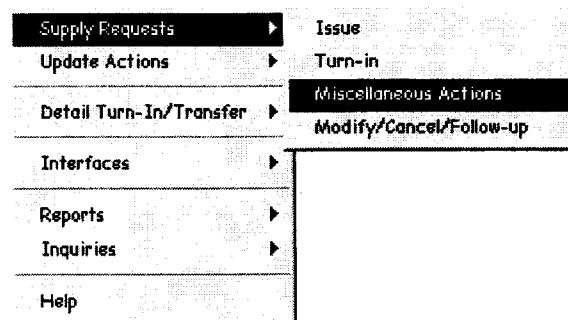
The following procedures outline the process for obtaining miscellaneous type document numbers. These numbers include AARs, Transfers, Serial Number Changes, etc.

PREREQUISITES

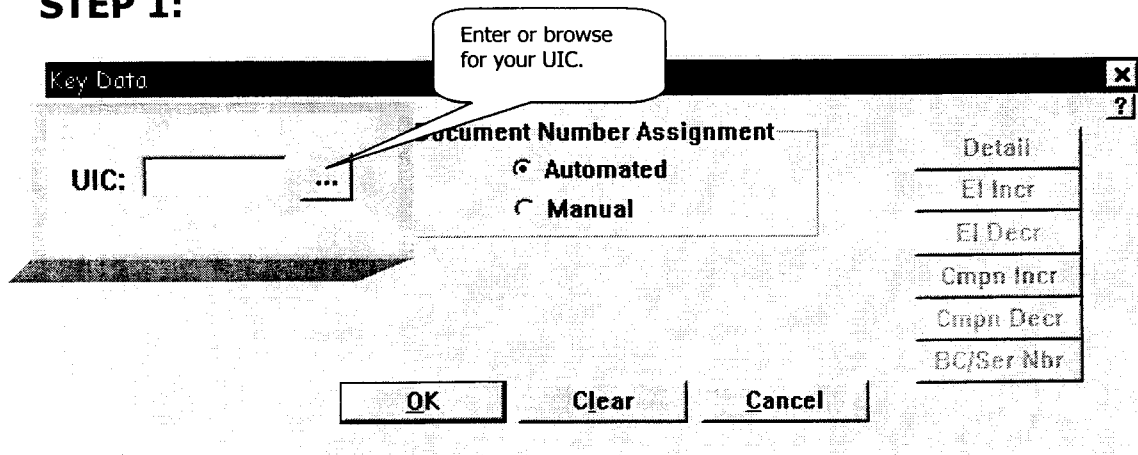
None

STEPS TO PERFORM ACTION

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the program group.
3. Select **Miscellaneous Actions** from the program list.



STEP 1:



Obtain Miscellaneous Type Document Numbers? (Cont'd)

STEP 2:

Key Data

UIC: [] ...

Document Number Assignment

☒ Automated
☐ Manual

1 Select the appropriate Document Number Assignment.

Automated: DPAS will generate a document number.
Manual: User defined document number.

BC/Ser Nbr: []

OK Clear Cancel

2 Click **OK**.

STEP 3:

Request for Miscellaneous Actions

Key Data

UIC: []

HRH Nbr: [] ...

RIC: []

Stock Nbr: [] ...

Document Register

Doc Nbr: []

Block: [] ...

Nomen: []

Destn Id: [] ...

Tran: []

Remarks: []

Save Clear Exit

1 If your Activity interfaces with SARRS-O, **AND** you selected **Automated** Document Number assignment, this field will be displayed with the unit's DoDAAC.

If you selected **Manual** Document Number assignment, then enter the document number here. In positions 7-10, you cannot use any characters that the system will read as the current or future Julian date.

2 Click this browse button to display the blocks of document numbers for assignment.

Obtain Miscellaneous Type Document Numbers? (Cont'd)

STEP 4:

Request for Miscellaneous Actions

Key Data

HRH Nbr: ...

Nomen: ...

RIC: ...

Stock Nbr: ...

Destn Id: ...

Transfer Cd: ...

☐ Include Transfer Messages

Remarks:

Instructions:

① Enter the HRH Nbr, if required by your Activity.

② Select the appropriate nomen for your process.

Nomenclature

AAR – Administrative Adjustment Report

C/C – Cash Collections

L/T – L/T by Asset(s)

L/T – L/T by Fund Code/Appropriation

L/T – L/T between Databases

R/S – Report of Survey

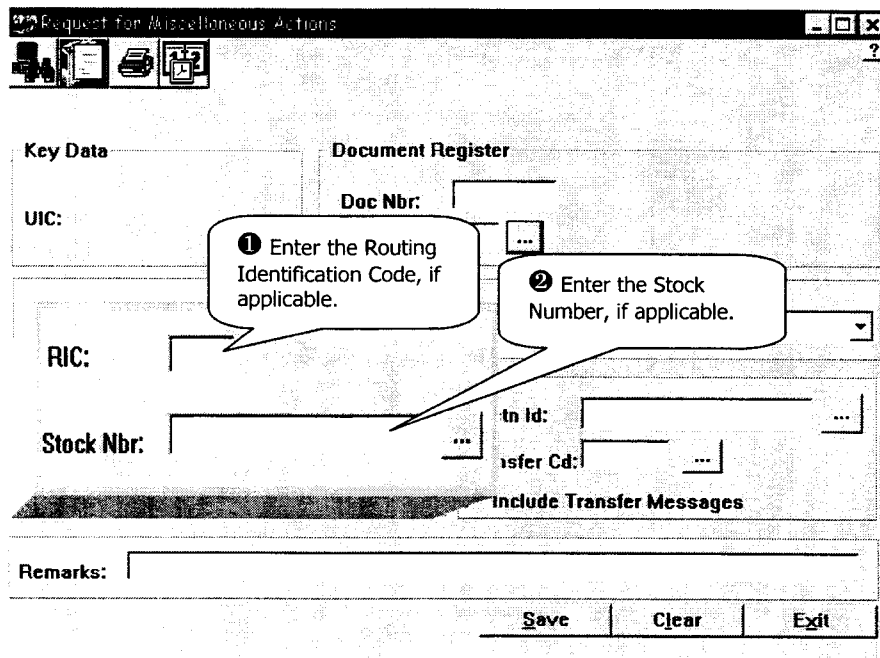
S/C – Statement of Charges

S/N – Serial Number Change

581 – DA Form 581 (Ammunition)

Obtain Miscellaneous Type Document Numbers? (Cont'd)

STEP 5:



Request for Miscellaneous Actions

Key Data

UIC:

RIC:

Stock Nbr:

Document Register

Doc Nbr:

In Id:

Transfer Cd:

☐ Include Transfer Messages

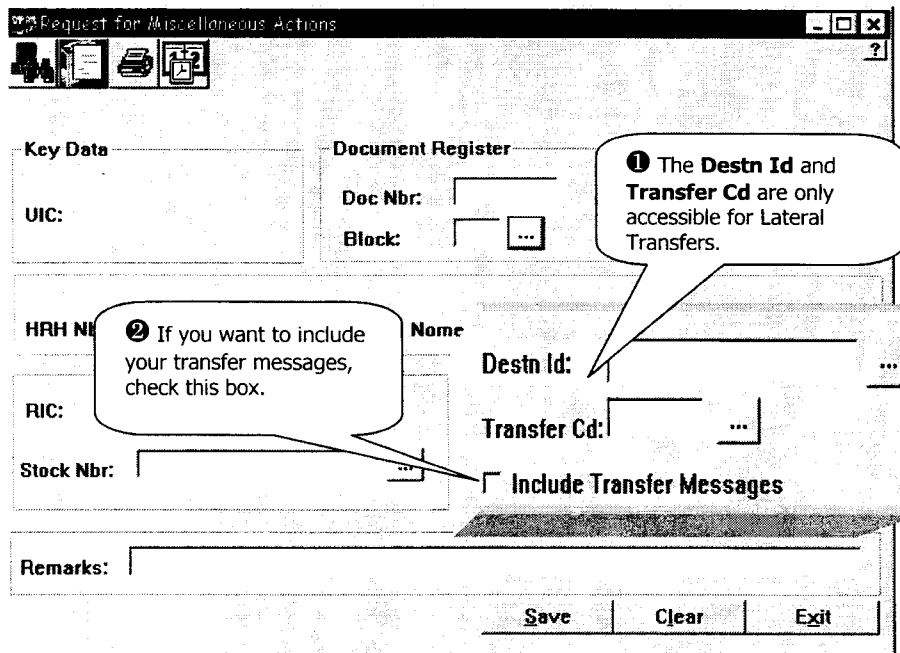
Remarks:

Save Clear Exit

① Enter the Routing Identification Code, if applicable.

② Enter the Stock Number, if applicable.

STEP 6:



Request for Miscellaneous Actions

Key Data

UIC:

HRH Nbr:

RIC:

Stock Nbr:

Document Register

Doc Nbr:

Block:

Name

Destn Id:

Transfer Cd:

☐ Include Transfer Messages

Remarks:

Save Clear Exit

① The Destn Id and Transfer Cd are only accessible for Lateral Transfers.

② If you want to include your transfer messages, check this box.



HINT!

The **Include Transfer Messages** is only available for **Lateral Transfer by Assets** and **Lateral Transfer Between Databases**.

Obtain Miscellaneous Type Document Numbers? (Cont'd)

STEP 7:

Request for Miscellaneous Actions

Key Data

UIC: _____

Document Register

Doc Nbr: _____

Block: _____

HRH Nbr: _____

Nomen: _____

RIC: _____

Destn Id: _____

Stock Nbr: _____

Transfer Cd: _____

Remarks: _____

Save **Clear** **Exit**

1 If required by your Activity, enter a remark.

2 Click **Save**.

INCLUDE TRANSFER MESSAGES

If you checked the **Include Transfer Messages** check box, you will have the ability to include two user defined messages. The following is an example of this screen:

Transfer Messages

Form Messages

Message 1

Msg Id: _____

Msg Text: _____

Message 2

Msg Id: _____

Msg Text: _____

Click the browse buttons to select the message you want to include.

OK **Cancel**

Transfer An Item From One HRH To Another?

MODULE: Hand Receipt

INTRODUCTION

This process is used to transfer a specific asset from one Hand Receipt Holder to another within the Same UIC. The Bar Code or Stock Number/Serial Number is entered to select the particular asset.

If the Authorization Module is being used and the Authorizations are being tracked at the Hand Receipt Holder level, the Authorization must be built prior to processing this transaction. If it is not built, the Authorization Jump Button on the Menu Bar can be used to build the Authorization without leaving this screen. Be sure to delete the Authorization for the Losing Hand Receipt Holder if that Hand Receipt Holder is no longer authorized this type of asset.

If the Document Register is being used and your Regulations/Policy require a Document Number for a Hand Receipt Holder transfer/change, the Document Number can be automatically generated from this screen. If you want to use this Document Number for multiple assets be sure not to Mark the Close Doc Nbr check box. Once all of the assets are transferred check the Close Doc Nbr check box to close the Document Number automatically from this process.

PREREQUISITES

For Activities that use Authorizations, you will need to make sure that an Authorization exists for the gaining Hand Receipt Holder. You perform an Approved Authorization query to make sure this authorization exists. If an Authorization does not exist for the gaining Hand Receipt Holder, you will need to establish one using the steps from Phase One, page P1-26, **Adding Authorizations**.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.

Transfer An Item From One HRH To Another? (Cont'd)

3. Select **HRH Transfer** from the program list.



End Item Actions	Increase
Component Actions	Decrease
Bar Cd/Ser Nbr Change	Lateral Transfer
HRH Pending Turn-In/Transfer	HRH Transfer
Database/UIC Transfer Actions	Selected Change
Mfr Key Change	Stock Nbr Change
Bulk Asset Price Adjustment	Price Adjustment
Mass Changes	
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions	
ADP Reporting	
Automated Inventory Actions	
Interfaces	
Reports	
Inquiries	
Help	

STEP 1:

Key Data

☐ Bulk Asset

Bar Cd:

Stock Nbr:

Serial Nbr:

HRH Nbr:

OK

Clear

Cancel

Check this box **IF** the asset is bulk managed.

Transfer An Item From One HRH To Another? (Cont'd)

STEP 2:

Key Data

☐ Bulk Asset

Bar Cd:

Stock Nbr:

Serial Nbr:

HRH Nbr: ...

① If your Activity bar codes, enter the Bar Code of the item, **OR**...

② Enter the stock number **AND** serial number of the item. The serial number will not be accessible for bulk managed items.

③ Enter or browse the HRH Nbr. If the asset is serially managed, this field is not accessible.

④ Click **OK**.

STEP 3:

Hand Receipt Holder Transfer

Key Data

Bar Cd:

Serial Nbr:

To:

HRH Nbr: ...

HRH Nbr: ...

Authn Ctl Nbr: ...

Qty: Office:

Loc:

Document Number Assignment

☒ None

☐ Automated

☐ Manual

Doc Nbr: ...

Block: ... ☐ Close Doc Nbr

① Enter the HRH and/or Sub HRH Nbr you are transferring TO.

② Enter the Authn Ctl Nbr for the new HRH Nbr.

Transfer An Item From One HRH To Another? (Cont'd)

STEP 4:

Hand Receipt Holder Transfer

Key Data

Bar Cd: _____

Serial Nbr: _____

Stock Nbr: _____

Ctl Nbr: _____

en: _____

To:

HRH Nbr: _____

Qty: _____

Loc: _____

Authn Ctl Nbr: _____

Office: _____

Doc Nbr:

Block: _____

None (selected)

Automated

Manual

Related Data **Save** **Clear** **Exit**

① For Bulk items, enter the quantity. Otherwise this field is not accessible.

② Enter the Office of the HRH.

③ Enter the new location of the asset.

STEP 5:

Hand Receipt Holder Transfer

Key Data

Bar Cd: _____

Serial Nbr: _____

Stock Nbr: _____

UIC: _____

HRH Nbr: _____

To:

HRH Nbr: _____

Qty: _____

Loc: _____

Authn Ctl Nbr: _____

Office: _____

Document Number Assignment

None (selected)

Automated

Manual

If your Activity requires a Document Number for this type of action, select either Automated or Manual. Otherwise, select None.

Doc Nbr:


br: _____

☐ Close Doc Nbr

Save **Clear** **Exit**



SHORTCUT!

If you are in the HRH Transfer screen, you can click on the  tool button to add the authorization for the HRH Number that you will be transferring to.

Transfer An Item From One HRH To Another? (Cont'd)

STEP 6:

Hand Receipt Holder Transfer

Key Data

Bar Cd:

Serial Nbr:

Stock Nbr:

To:

HRH Nbr:

Qty:

Loc:

Document Number Assignment

☒ None

☐ Automated

☐ Manual

Doc Nbr:

Block:

☐ Close Doc Nbr

Related Data

Save

1 If you selected **Automated**, enter your DoDAAC or UIC (per your Activity's policy).

If you selected **Manual**, enter the Document Number.

If you selected **None**, then this field will not be accessible.

2 Enter the block number or browse to display the applicable block numbers. If **None** was selected, this field will not be accessible.

3 Check this box if you want DPAS to close the document number after processing.

4 Click **Save**.

Transfer An End Item From My UIC To Another UIC On The Same Database?

MODULE: Hand Receipt

INTRODUCTION

This process is used to transfer assets from one UIC to another when both UICs are on the same DPAS database. This process can be broken down into four processes. Two of the steps are processed by the Losing UIC and two by the Gaining UIC. The Losing UIC builds a Lateral Transfer Document and Designates the specific assets to be transferred. The Gaining UIC would build a Lateral Transfer Document to accept the assets and process the actual transfer of the assets.

Whether or not the Document Register is mandatory for your organization, a Document must be built for this transaction. This Document can be built in either the Document Register or the Hand Receipt Module. Once the Losing UIC designates the assets, a Management Message is produced to inform the Gaining UIC that the assets are ready for transfer. Once the Gaining UIC receives the assets, the Message can be updated to show the transfer is complete.

In the Generate Transfer Document screen, the user has three choices for the type of transfer. Only two of the choices pertain to transferring an asset in this case. The two choices that pertain to this transfer are the transfer by specific assets or the transfer by Fund Code/Appropriation Allotment Serial Number. Most of the transfers will be by specific assets because the Fund Cd/Appn will transfer all assets under this Fund Code, which is usually more assets than needed.

The Designate Assets screen is used to list all Bar Codes or Stock Number/Serial Numbers that are to be transferred. Be sure to hit the Add Button for each asset. The assets will remain on the Losing UIC until the Gaining UIC processes the transfer.

Processing a Lateral Transfer Decrease on the Losing UIC and a Lateral Transfer Increase on the Gaining UIC can also complete this transfer. This is not recommended because this requires all of the information to be reentered by the gaining UIC. Using the above process allows the gaining UIC to receive all of the information previously entered by the Losing UIC.

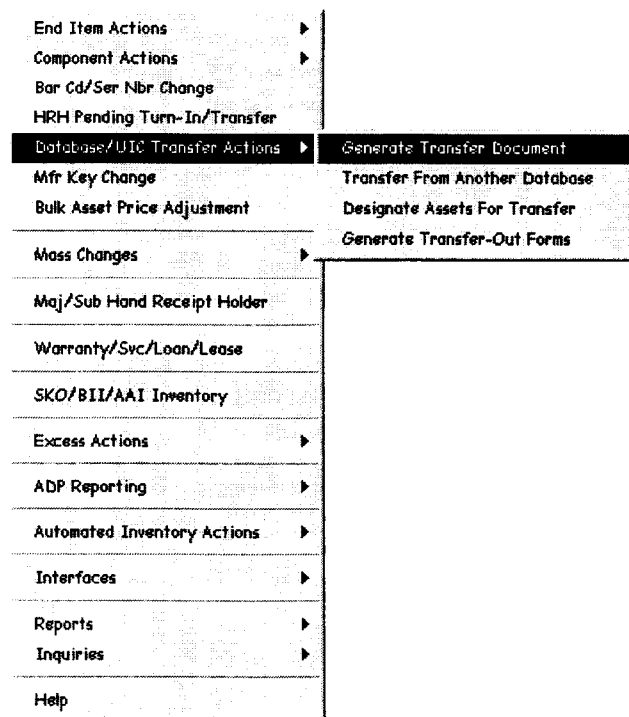
PREREQUISITES

You will need a **Lateral Transfer** document number. You can refer to page P2-19, **Obtain Miscellaneous Type Document Numbers** or you can obtain one from this process.

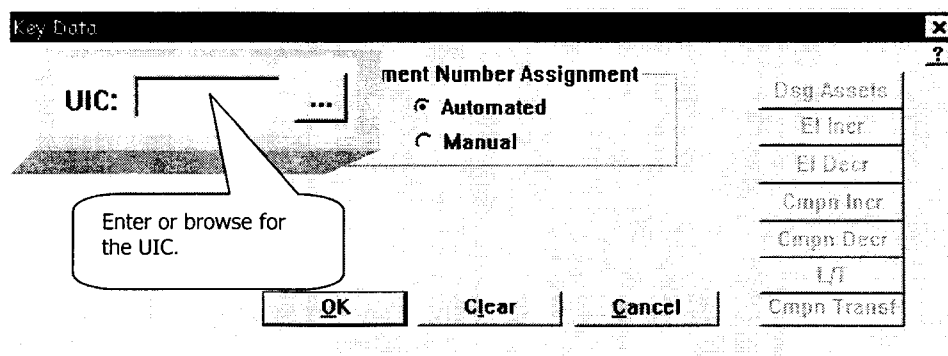
Transfer An End Item From One UIC To Another On The Same Database? (Cont'd)

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Database/UIC Transfer Actions** from the program group.
3. Select **Generate Transfer Document** from the program list.



STEP 1:



Transfer An End Item From One UIC To Another On The Same Database? (Cont'd)

STEP 2:

Document Number Assignment

Key Data

UIC: []

☒ Automated
☐ Manual

1 If you want DPAS to generate the document number, select **Automated**.
If you want to manually assign your own document number, select **Manual**.

2 Click **OK**.

OK Clear Cancel

El Decr
Cmpn Incr
Cmpn Decr
L/T
Cmpn Transf

STEP 3:

Generate Transfer Document

Key Data

UIC: []

HRH Nbr: []

RIC: []

Stock Nbr: []

Remarks: []

Document Register

Doc Nbr: []

Block: []

1 If you selected **Automated**, enter your DoDAAC in this field.
If you selected **Manual**, enter your Document Number in this field.

2 If you selected **Automated**, enter or browse for the block number.
If you selected **Manual**, this field will not be accessible.

Save Clear Exit

HINT!
If your Activity interfaces with SARSS-O Supply System, then your DoDAAC is automatically displayed in the Document Number field (and can be changed).
Keep in mind that if you are having DPAS generate your document number; it will **NOT** be generated until **AFTER** the transaction is processed.

Transfer An End Item From One UIC To Another On The Same Database? (Cont'd)

STEP 4:

Generate Transfer Document

Key Data

UIC: _____

HRH Nbr: _____ ...

Nomen: _____

RIC: _____

Stock Nbr: _____ ...

Document Register

Doc Nbr: _____

Block: _____

Destn Id: _____

Transfer Cd: _____

☐ Include Transfer Messages

Remarks: _____

Save Clear Exit

1 Enter or browse for the HRH Nbr that is assigned the asset.

2 From the drop down list, select the appropriate action to laterally transfer an asset.

STEP 5:

Generate Transfer Document

Key Data

UIC: _____

HRH Nbr: _____

RIC: _____

Stock Nbr: _____

Document Register

Doc Nbr: _____

Block: _____

Destn Id: _____

Transfer Cd: _____

☐ Include Transfer Messages

Remarks: _____

Save Clear Exit

1 Enter the Routing Identification Code, if applicable.

2 Enter the Stock Number, if applicable.

Transfer An End Item From One UIC To Another On The Same Database? (Cont'd)

STEP 6:

Generate Transfer Document

Key Data

UIC: _____

Document Register

Doc Nbr: _____

Block: _____

1 The **Destn Id** and **Transfer Cd** are only accessible for Lateral Transfers.

HRH: _____

2 If you want to include your transfer messages, check this box.

RIC: _____

Stock Nbr: _____

Destn Id: _____

Transfer Cd: _____

☐ Include Transfer Messages

Remarks: _____

Save Clear Exit

STEP 7:

Generate Transfer Document

Key Data

UIC: _____

Document Register

Doc Nbr: _____

Block: _____

HRH Nbr: _____

Nomen: _____

1 If required by your Activity, enter a remark.

Stock Nbr: _____

2 Click **Save**.

Destn Id: _____

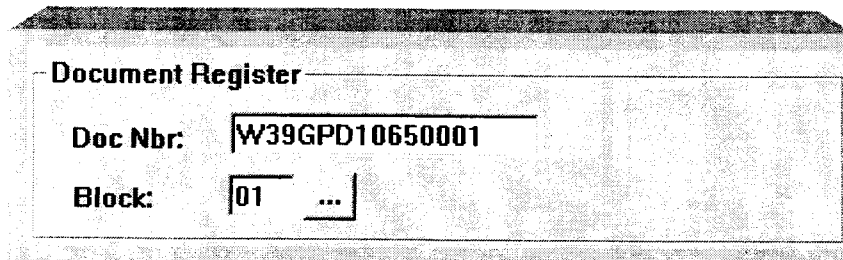
Transfer Cd: _____

Remarks: _____

Save Clear Exit

Transfer An End Item From One UIC To Another On The Same Database? (Cont'd)

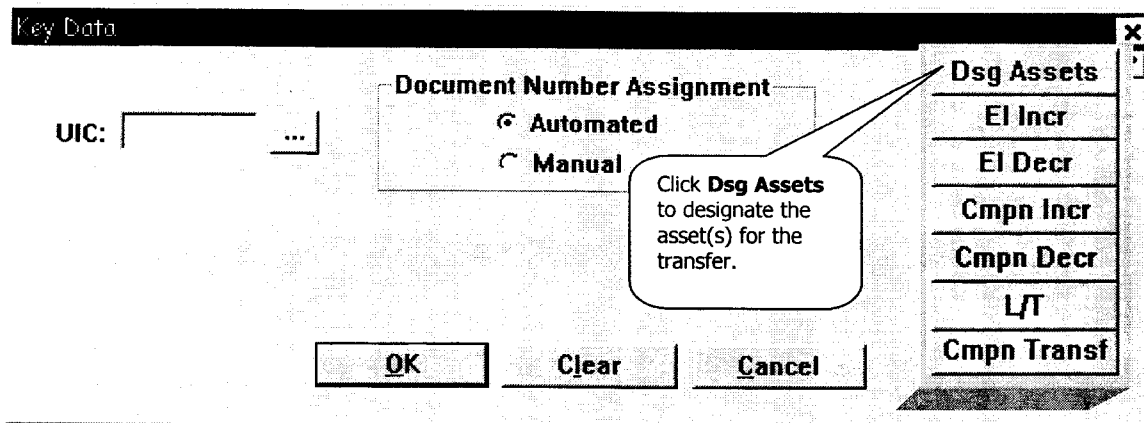
When the transaction is processed, the document number is assigned (as long as you selected **Automated** in the document number assignment).



The **Document Register** window displays the assigned document number and block. The **Doc Nbr:** field contains the value **W39GPD10650001**. The **Block:** field contains the value **01** followed by an ellipsis (...).

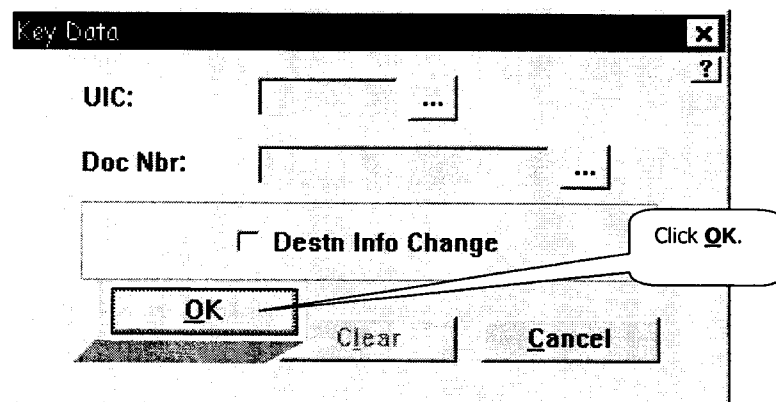
STEP 8:

When the transaction is processed, DPAS will return the Key Data screen. Notice that the buttons on the side are now activated. These buttons will take you into other processes. Now that you have generated the document number, you can now designate the asset(s) for transfer.



The **Key Data** window shows the **Document Number Assignment** section with **Automated** selected. A callout bubble points to the **Dsg Assets** button in the right-hand menu, stating: "Click **Dsg Assets** to designate the asset(s) for the transfer." The menu also includes **El Incr**, **El Decr**, **Cmpn Incr**, **Cmpn Decr**, **L/T**, and **Cmpn Transf**. At the bottom are **OK**, **Clear**, and **Cancel** buttons.

STEP 9:



The **Key Data** window shows the **Destn Info Change** checkbox selected. A callout bubble points to the **OK** button, stating: "Click **OK**." The window also displays the **UIC:** and **Doc Nbr:** fields, and the **Clear** and **Cancel** buttons.

Transfer An End Item From One UIC To Another On The Same Database? (Cont'd)

STEP 10:

Detail Turn-in/Lateral Transfer Add/Change/Delete

Key Data

UIC: Qty:

Doc Nbr:

Type Action:

HRH Nbr:

Destn Info

Destn Id: ...

Transfer Cd: ...

Site Id To:

UIC To:

Bar Cd: Qty:

Stock Nbr: Serial Nbr:

Bar Cd Stock Nbr Serial Nbr

View Cmpn Delete Add Clear Exit

❶ The **Destn Id** and **Transfer Cd** are displayed, but can be changed.

❷ Enter the UIC that you will be transferring the asset(s) to.

STEP 11:

1 Enter the bar code of the asset that is being transferred, if applicable to your Activity **OR**...

2 Enter the stock number **AND** serial number of the asset that is being transferred.

3 If the asset(s) is bulk managed, enter the amount that you are transferring.

4 Click **Add**.

HINT!
You can browse for the exact serial number of the item you are designating.

Transfer An End Item From One UIC To Another On The Same Database? (Cont'd)

STEP 12:

Detail Turn-in/Lateral Transfer Add/Change/Delete

Key Data UIC: _____ Qty: _____ Doc Nbr: _____ Type Action: _____ HRH Nbr: _____		Destn Info Destn Id: _____ Transfer Cd: _____ Site Id To: _____ UIC To: _____	
Bar Cd: _____	Qty: _____	Stock Nbr: _____	Serial Nbr: _____

Bar Cd	Stock Nbr	Serial Nbr	Qty	Level
Notice that when you processed the transaction, the designated asset appears here. You can designate up to 50 assets at one time.				



HINT!

If you designate the wrong asset, you can highlight it and remove it.

After designating the asset/assets you can exit the process.

Click this button to view a list of components for the item you have designated.

STEP 13:

Status

Transaction Processed

If you click , then DPAS will produce a generic management message and then return you back to the **Designate Assets** screen.

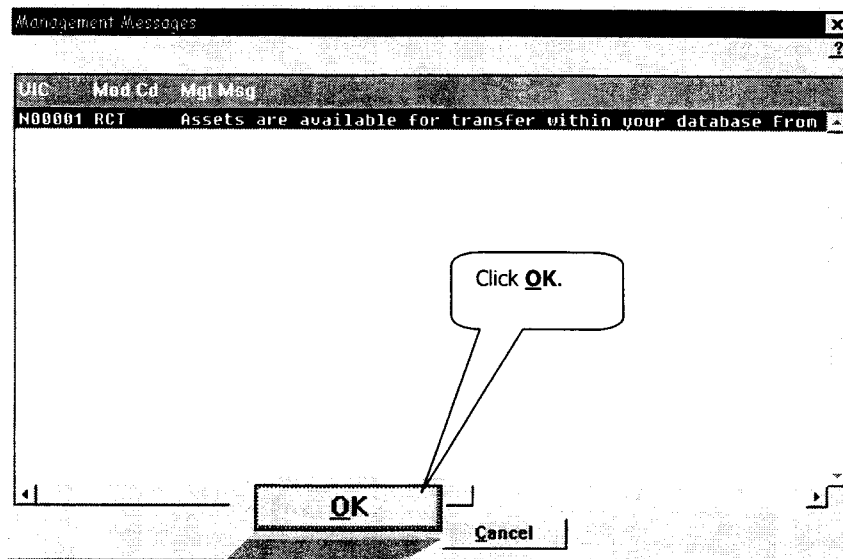
If you click , then DPAS will allow you to add your own text to the user message text field. This will be your only opportunity to add your own message; there is no way to go back.

Transfer An End Item From One UIC To Another On The Same Database? (Cont'd)

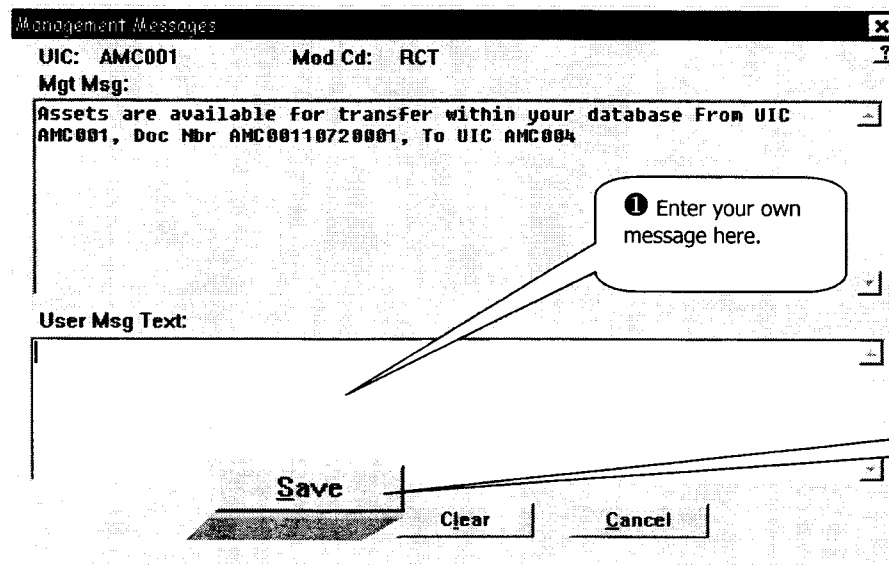
STEP 14:

USER MANAGEMENT MESSAGE:

If you clicked Mgt Msg, the following screen is displayed:



STEP 15:



HINT!

If you generate your own message, it may be a good idea to put the bar code(s) and/or stock number/serial number combination and the LIN of the asset(s) you will be transferring.

Once you have completed this process, you can generate your Transfer Forms. Refer to Phase One, page P1-106, **Generate A Transfer And/Or Turn-In Form.**

Generate A Transfer And/Or Turn-In Form?

MODULE: Document Register/Hand Receipt

INTRODUCTION

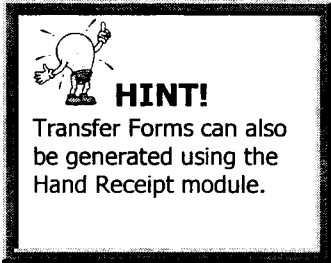
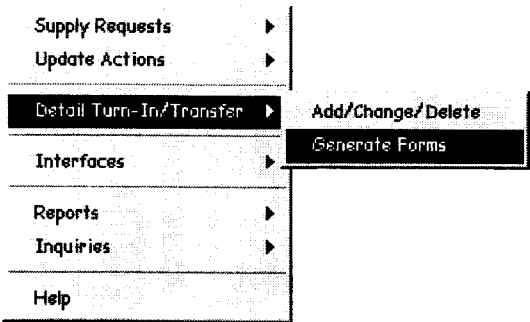
This section outlines the procedures to generate transfer/turn-in forms in DPAS.

PREREQUISITES

A transfer and/or turn-in document must exist.

STEPS TO PERFORM ACTION

- 1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
- 2. Select **Detail Turn-In/Transfer** from the program group.
- 3. Select **Generate Forms** from the program list.



Generate A Transfer And/Or Turn-In Form? (Cont'd)

STEP 1:

Generate Forms By

☐ UIC
☐ Doc Nbr
☐ Date
☐ Type

☐ All
☐ Turn-In
☐ Lateral Transfer
☐ DRMO

Select how you want to generate your forms.

UIC – for a particular UIC.

Doc Nbr – for a particular document number.

Date – for a particular date.

Type:

All – All forms

Turn-In – Only turn-in forms

Lateral Transfer – Only transfer forms.

DRMO – Only DRMO turn-ins.

Info Submit Print Rpts Clear Cancel



HINT!

If you are generating these forms using the Hand Receipt module, and you want to generate the forms by type, **Lateral Transfer** will be your only option.

STEP 2:

Generate Forms

Generate Forms By

☐ UIC
☐ Doc Nbr
☐ Date
☐ Type

☐ All
☐ Turn-In
☐ Lateral Transfer
☐ DRMO

UIC:

Doc Nbr:

Date:

Print Format

Turn-In

☐ DD1348
☐ DA2765

Lateral Transfer

☐ DD1348
☐ DA3161

Info Submit Print Rpts

① If you are generating the forms by UIC, enter the UIC. Otherwise, this field will not be accessible.

② If you are generating the forms by Document Number, enter the Document Number. Otherwise, this field will not be accessible.

③ If you are generating the forms by Date, enter the date (YYYYMMDD format). Otherwise, this field will not be accessible.

④ If you are generating the forms by Type, your only option is **Lateral Transfer**. The UIC, Doc Nbr and Date will not be accessible.

Generate A Transfer And/Or Turn-In Form? (Cont'd)

STEP 3:

Generate Forms

Generate Forms By

- ☐ UIC
- ☐ Doc Nbr
- ☐ Date
- ☒ Type
 - ☐ All
 - ☒ Turn-In
 - ☐ Lateral Transfer
 - ☐ DRMO

UIC:

Doc Nbr:

Date:

Turn-In

- ☒ DD1348
- ☐ DA2765

Lateral Transfer

- ☐ DD1348
- ☐ DA3161

Info **Submit** **Print Rpts** **Clear** **Cancel**

STEP 4:

Generate Forms

Generate Forms By

- ☐ UIC
- ☐ Doc Nbr
- ☐ Date
- ☒ Type
 - ☐ All
 - ☐ Turn-In
 - ☒ Lateral Transfer
 - ☐ DRMO

UIC:

Doc:

Date:

Print Format

Turn-In

- ☐ DD1348
- ☐ DA2765

Lateral Transfer

- ☒ DD1348
- ☐ DA3161

Info **Submit** **Print Rpts** **Clear** **Cancel**

Generate A Transfer And/Or Turn-In Form? (Cont'd)

STEP 5:

Reports Menu for Userid: dmonnis

File Help

Module: **Document Register** Report Type: **All** Sort Order: **Date/Time** Report Status: **Current**

Report Title	Report ID	UIC	Date	Time	Pages
SUPPLY EXPORT TRANSACTION REPORT	DP95261R	W0UC5A	07/16/20...	15:33:28.78	00001
DD1348 TURN-IN/LATERAL TRANSFER ...	DP9D181R	W0UC5A	07/18/20...	08:14:29.72	00002

Select the **TURN-IN/LATERAL TRANSFER FORMS** report. Double-click it or highlight and click the **View** button.

Report(s) available: 2

View Print Remote Delete Refresh Exit

Below is an example of the DD Form 1348-1:

Functional Report Viewer - [DDP-1348]

File Edit View Tools Window Help

00000

AMC00110650001

AMC00110650001

00000

A

A

Ship To:

DEFENSE REUTILIZATION & MARK
CHAD CRAMER
3990 EAST BROAD STREET
COLUMBUS, OH 43213

Detail Information: See Attache
Type Action: Lateral Transfer

DD FORM 1348-1A

Ready Pg: 1 of 2 100% NUM

Figure 1 - DD 1348-1

Below is an example of the DA Form 2765:

FORM 100-1		DATE		TIME		OFFICE		SECTION		SUBSECTION		DIVISION		BRANCH		COUNTY		STATE		CITY		ZIP	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON		AT	
TO		FROM		BY		FOR		ON		AT		IN		OF		BY		FOR		ON			

Figure 2 – DA Form 2765

Below is an example of a DA Form 3161:

[illegible]

Figure 3 – DA Form 3161

Use the scroll bars to review the form.

Know When Someone On My Database Is Transferring An Item To Me?

MODULE: Inquiries

INTRODUCTION

There are two ways that you can check to find out if someone has designated an asset(s) to be transferred to you. You can check the **Management Messages** or you can perform a **Detail Turn-In/Transfer** inquiry from the Document Register. Both processes will be described here, but you can determine which one you will prefer. Keep in mind that the inquiry will not show any of the Additional Text Messages the Sending UIC added to the Message, so the Management Messages Process will be the more accurate method.

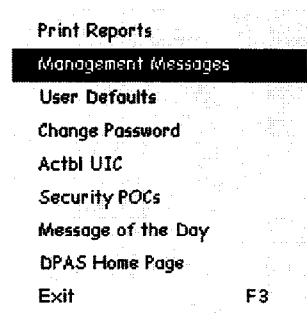
PREQUISITES

None

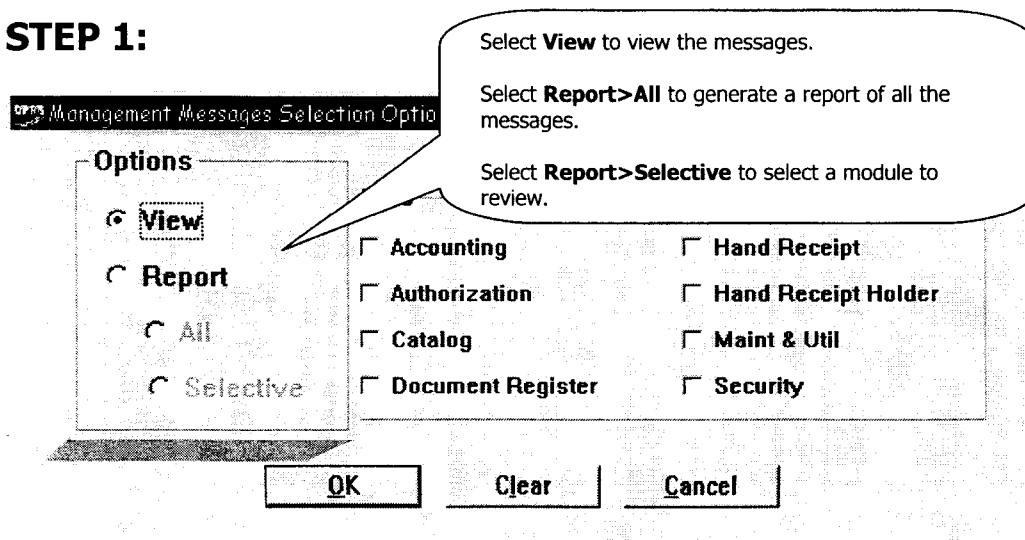
REVIEWING MANAGEMENT MESSAGES

STEPS TO PERFORM ACTION

1. Select **F**ile from the menu bar.
2. Select **Management Messages** from the program group.

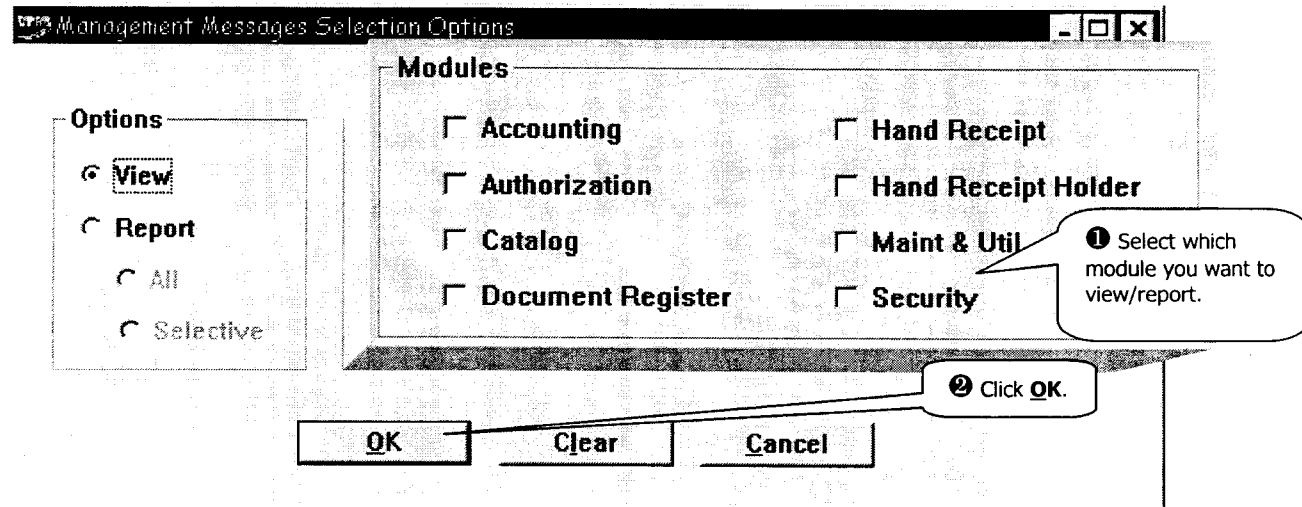


STEP 1:

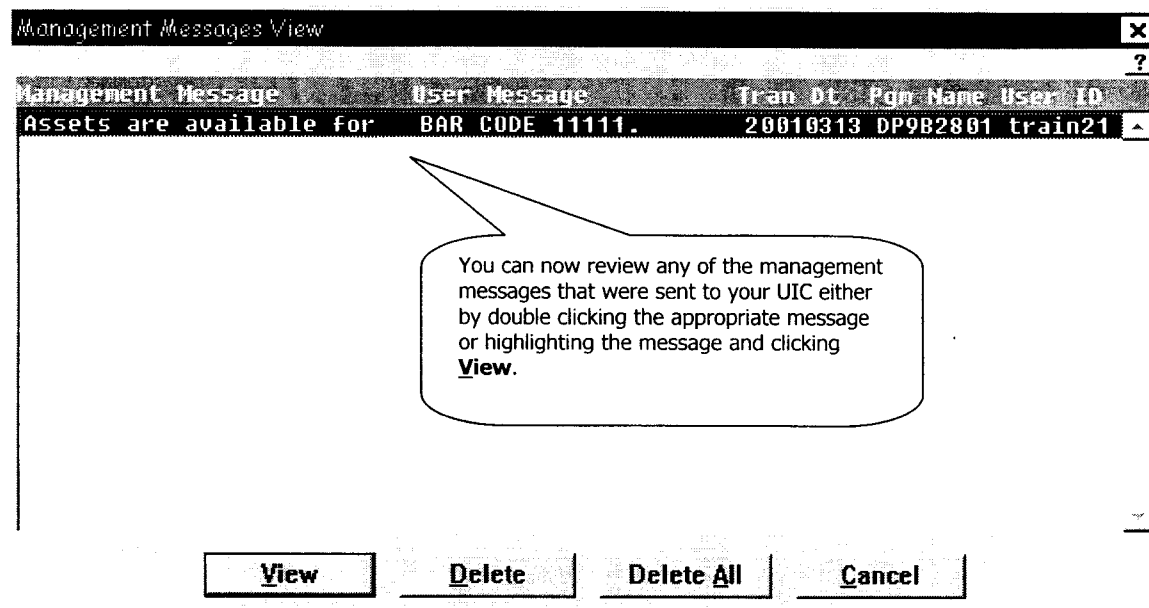


Know When Someone On My Database Is Transferring An Item To Me? (Cont'd)

STEP 2:



STEP 3:



Now that you know what the asset(s) is that is being transferred to you, you will now need to obtain a **Lateral Transfer** document number.

Know When Someone On My Database Is Transferring An Item To Me? (Cont'd)

DETAIL TURN-IN/TRANSFER INQUIRY

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inquiries** from the program group.
3. Select **Detail Turn-In/Transfer** from the program list.



End Item Actions	▶	
Component Actions	▶	
Bar Cd/Ser Nbr Change		
HRH Pending Turn-In/Transfer		
Database/UIC Transfer Actions	▶	
Mfr Key Change		
Bulk Asset Price Adjustment		
Mass Changes	▶	End Item Serial
Maj/Sub Hand Receipt Holder		End Item Bulk
Warranty/Svc/Loan/Lease		Component Serial/Bulk
SKO/BII/AAI Inventory		Bulk Item Average Cost
Excess Actions	▶	Maj/Sub Hand Receipt Holder
ADP Reporting	▶	Pending Database Transfers
Automated Inventory Actions	▶	HRH Pending Turn-In/Transfer
Interfaces	▶	Warranty/Svc/Loan/Lease
Reports	▶	SKO/BII/AAI
Inquiries	▶	Detail Turn-In/Transfer
Help		Asset Redistribution
		ADP Transactions
		History

Know When Someone On My Database Is Transferring An Item To Me? (Cont'd)

STEP 1:

Detail Turn-In/Transfer Selection Criteria

Selection Fields: Selected Fields and Values: ?

Appn Alot Serial Nbr
Bar Cd
Destn Id
Doc Nbr
Fund Cd
HRH Major Nbr
HRH Sub Nbr
Level
Qty
Serial Nbr
Site Id To
Stock Nbr
Transfer Cd

UIC To

Bring this field over to the right.

☒ Card View
☐ Report Format

Menu OK Clear Cancel

STEP 2:

Detail Turn-In/Transfer Selection Criteria

Selection Fields: Selected Fields and Values: ?

Appn Alot Serial Nbr
Bar Cd
Destn Id
Doc Nbr
Fund Cd
HRH Major Nbr
HRH Sub Nbr
Level
Qty
Serial Nbr
Site Id To
Stock Nbr
Transfer Cd
UIC

UIC To =

1 Enter your UIC.

2 Click OK.

☒ Card View
☐ Report Format

Menu OK Clear Cancel

Know When Someone On My Database Is Transferring An Item To Me? (Cont'd)

This is an example of what your query screen may look like.

This query will detail the UIC that the asset is coming from, stock number, serial number, bar code, and the losing UIC's document number (which you will need when you pick the asset up).

The screenshot shows a window titled "Detail Turn-In/Transfer Inquiry" with a standard Windows-style title bar (minimize, maximize, close buttons) and a help icon. The window contains the following data:

UIC:	AMC001	UIC To:	W46601
Stock Nbr:	2320010907891	Serial Nbr:	USA11111V
Bar Cd:	11111	Doc Nbr:	AMC00110790001
Site Id To:		HRH Nbr:	
Fund Cd/Appn:			

Qty:	1	Transfer Cd:	INTAG
Level:	00	Destn Id:	DRMO

Record 1 of 1

Previous Next **New Inquiry** Exit

Pick Up An Asset That Was Transferred To Me?

MODULE: Hand Receipt

INTRODUCTION

This process is used to receive assets that are being transferred to your UIC from another UIC, on the same DPAS database, and that have been designated for transfer using the Designate Assets for Transfer process under the Losing UIC.

The Gaining UIC can view the Management Messages to receive the information on the assets that are being transferred.

If the Document Register is being used, a Lateral Transfer Document must be built prior to processing the transfer. Under the Document Register Module this would be a Miscellaneous Action and the Nomen would be a Lateral Transfer by Assets.

If using the Authorization Module, ensure an Authorization is built for the Hand Receipt Holder(s) that will receive the assets. There is no Authorization Jump Button on the Lateral Transfer Screen so this will need to be done before entering the screen to process the transfer.

The Gaining UIC will enter the Document Number of the Losing UIC. This can be viewed on the Management Message or the paperwork for the transfer. Most of the data fields will then be filled from the Losing UIC information. Review all of the data and change any fields that are necessary. If the asset is a Capital Asset, the user will be prompted to enter the Office, Task Code and Job Order Number that the Depreciation Expense will be charged against in the Financial System.

Once the transaction is processed, the asset will be removed from the Losing UIC. A Financial, DITMS, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

PREREQUISITES

Review either the Management Messages or perform a Detail Turn-In/Transfer inquiry.

For Activities that use Authorizations, you will need to make sure that an Authorization exists for the gaining Hand Receipt Holder. This can be done doing an Approved Authorization query. If an Authorization does not exist for the gaining Hand Receipt Holder, you will need to establish one using the steps from Phase One, page P1-26, **Adding Authorizations**.

If your Activity uses the Document Register, you will need to obtain a **Lateral Transfer By Assets** document number. Follow the procedures for obtaining this type of document number on page P2-19, **Obtain Miscellaneous Type Document Numbers**.

Pick Up An Asset That Was Transferred To Me? (Cont'd)

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Lateral Transfer** from the program list.



Hand Receipt

End Item Actions	Increase
Component Actions	Decrease
Bar Cd/Ser Nbr Change	Lateral Transfer
HRH Pending Turn-In/Transfer	HRH Transfer
Database/UIC Transfer Actions	Selected Change
Mfr Key Change	Stock Nbr Change
Bulk Asset Price Adjustment	Price Adjustment
Mass Changes	
Maj/Sub Hand Receipt Holder	
Warranty/Svc/Loan/Lease	
SKO/BII/AAI Inventory	
Excess Actions	
ADP Reporting	
Automated Inventory Actions	
Interfaces	
Reports	
Inquiries	
Help	

STEP 1:

From

Bar Cd:

Stock Nbr:

Serial Nbr:

HRH Nbr:

OK

Clear

Cancel

① If your Activity uses bar codes, enter the bar code of the asset, **OR...**

② Enter the stock number **AND** serial number of the asset.

Pick Up An Asset That Was Transferred To Me? (Cont'd)

STEP 2:

Key Data

① Check this box if the asset is bulk managed. If **Bulk Asset** is checked, then the HRH Nbr will be accessible.

From

Bar Cd:

Stock Nbr:

Serial Nbr:

HRH Nbr:

☐ **Bulk Asset**

To

UIC:

② Enter or browse for the UIC to which the asset will belong.

③ Click **OK**.

OK **Clear** **Cancel**

STEP 3:

Lateral Transfer

① Enter or browse for the losing UIC's document number.

② Enter or browse for the gaining UIC's document number.

Bar Cd:

Serial Nbr:

Stock Nbr:

Doc Nbr:

Doc Nbr To:

HRH Nbr:

Qty:

Authn Ctl Nbr:

Loc:

Site Cd:

Local Use:

Fund Cd/Appn:

Exp Cd:

Office:

Task Cd:

Job Order Nbr:

Related Data **Save** **Clear** **Exit**

Pick Up An Asset That Was Transferred To Me? (Cont'd)

STEP 4:

Lateral Transfer

Bar Cd: _____ UIC: _____

Serial Nbr: _____ UIC TO: _____

Stock Nbr: _____ Nomen: _____

HRH Nbr: _____

Qty: _____

Authn Ctl Nbr: _____

Loc: _____

Site Cd: _____

Local Use: _____

Exp Cd: _____

Office: _____

Job Order Nbr: _____

Callouts:

- 1 Enter or browse for the HRH Nbr where the asset is to be assigned.
- 2 For bulk items, enter the number of items being transferred.
- 3 If your Activity requires Authorizations, enter or browse for your authorization for the item.

Related Data Save Clear Exit

STEP 5:

Lateral Transfer

Bar Cd: _____ UIC: _____

Serial Nbr: _____ UIC TO: _____

Stock Nbr: _____ Nomen: _____

Doc Nbr: _____

HRH Nbr: _____

Qty: _____

Loc: _____

Site Cd: _____

Local Use: _____

Fund Cd/App: _____

Task Cd: _____

Callouts:

- 1 Enter the physical location of the item.
- 2 Enter where the asset is to be stored, if applicable.
- 3 Enter any applicable local information.

Related Data Save Clear Exit

Pick Up An Asset That Was Transferred To Me? (Cont'd)

STEP 6:

Bar Cd: _____ **UIC:** _____

Serial Nbr: _____ **UIC TO:** _____

Stock Nbr: _____ **Nomen:** _____

Doc Nbr: _____ **Doc Nbr To:** _____

HRH Nbr: _____ **Fund Cd/Appn:** _____

Qty: _____ **Exp Cd:** _____

Authn Ctl Nbr: _____ **Office:** _____

Loc: _____ **Task Cd:** _____

Site Cd: _____ **Job Order Nbr:** _____

Local Use: _____

Buttons: Related Data Save Exit

Callout 1: Enter or browse for the appropriate fund code.

Callout 2: Select whether the item was **funded** or **unfunded**.

Callout 3: Enter the office/code of where the asset is assigned.

STEP 7:

Bar Cd: _____ **UIC:** _____

Serial Nbr: _____ **UIC TO:** _____

Stock Nbr: _____ **Nomen:** _____

Doc Nbr: _____ **Doc Nbr To:** _____

HRH Nbr: _____ **Task Cd:** _____

Qty: _____ **Job Order Nbr:** _____

Authn Ctl Nbr: _____

Loc: _____

Site Cd: _____

Local Use: _____

Buttons: Related Data Save Clear Exit

Callout 1: Enter the task code for the item.

Callout 2: Enter the job order number for the item.

Callout 3: Click **Save**.

Pick Up An Asset That Was Transferred To Me? (Cont'd)

If the asset is **Capital**, then the following is displayed:

The screenshot shows a dialog box titled "Depreciation Expense Data". It contains three input fields: "Deprn Office:", "Deprn Task Cd:", and "Deprn Job Order Nbr:". Below these fields are two buttons: "Continue" and "Cancel". There are four callout boxes with numbered instructions:

- 1 Click Continue.
- 1 Enter the office where depreciation expenses are to be charged.
- 2 Enter the task code where depreciation expenses are to be charged.
- 3 Enter the job order number where depreciation expenses are to be charged.

Once you have transferred the asset, DPAS will allow the gaining organization to generate a message to send back to the losing organization.

STEP 8:

The screenshot shows a dialog box titled "Status". It contains the text "Transaction Processed" and two buttons: "OK" and "Mgt Msg".

If you click OK, then DPAS will produce a generic management message and then return you back to the **Designate Assets** screen.

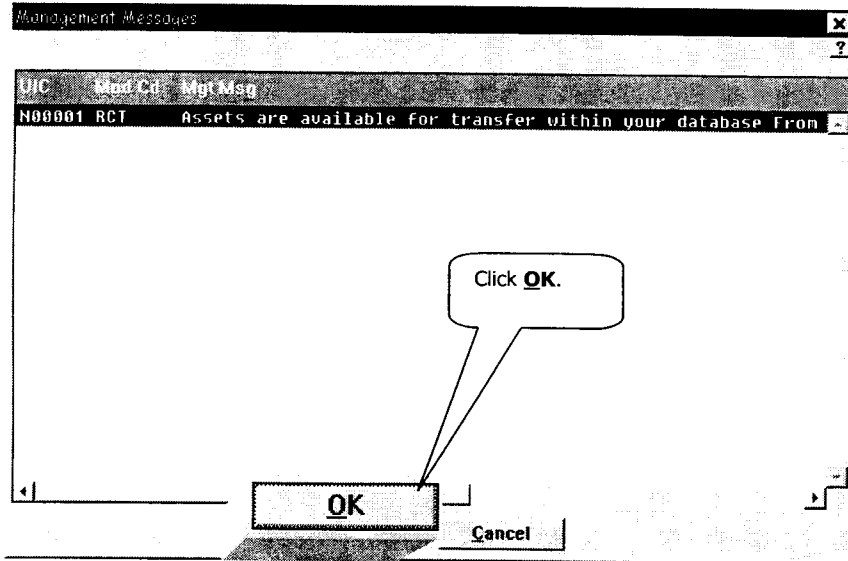
If you click Mgt Msg, then DPAS will allow you to add your own text to the user message text field.

Pick Up An Asset That Was Transferred To Me? (Cont'd)

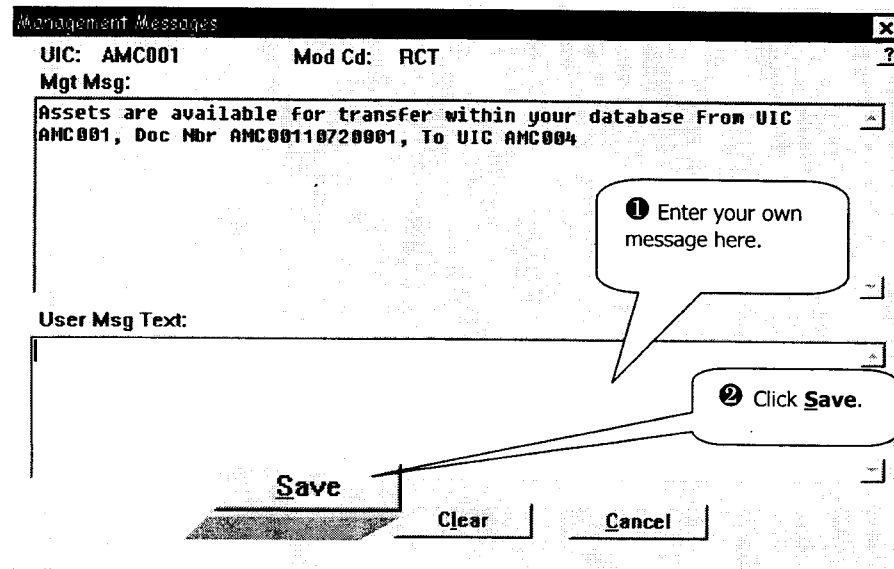
STEP 9:

USER MANAGEMENT MESSAGE:

If you clicked Mgt Msg, the following screen is displayed:



STEP 10:



Transfer Assets To Another Database?

MODULE: Hand Receipt

INTRODUCTION

This process is used to designate one or more assets for transfer to another DPAS connected activity, which is NOT in the same DPAS database (SITE ID) as the losing activity.

In order to use this process, both the LOSING and GAINING UICs must be using DPAS for property accountability.

This process is NOT used to transfer assets to another Hand Receipt Holder in the same UIC, or to transfer assets to another UIC in the same DPAS database as the losing activity.

PREREQUISITES

A Transfer document is required for this process even if your activity does NOT use the DPAS Document Register module. The document number will be used to identify the specific set of assets being transferred. Refer to page P2-19, **Obtain Miscellaneous Type Document Numbers**.

The next part of this process will allow you to designate one or more assets to be transferred to the gaining activity. Up to 50 individual assets can be designated for transfer at one time, using the same transfer document.

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Database/UIC Transfer Actions** from the program group.

Transfer Assets To Another Database? (Cont'd)

3. Select **Generate Transfer Document** from the program list.



End Item Actions	▶	
Component Actions	▶	
Bar Cd/Ser Nbr Change		
HRH Pending Turn-In/Transfer		
Database/UIC Transfer Actions	▶	Generate Transfer Document
Mfr Key Change		Transfer From Another Database
Bulk Asset Price Adjustment		Designate Assets For Transfer
		Generate Transfer-Out Forms
Mass Changes	▶	
Maj/Sub Hand Receipt Holder		
Warranty/Svc/Loan/Lease		
SKO/BII/AAI Inventory		
Excess Actions	▶	
ADP Reporting	▶	
Automated Inventory Actions	▶	
Interfaces	▶	
Reports	▶	
Inquiries	▶	
Help		

STEP 1:

Key Data		X	?							
UIC:	...	Document Number Assignment								
<div>Enter or browse for the UIC.</div>		<input checked="" type="radio"/> Automated <input type="radio"/> Manual								
<input type="button" value="OK"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>		<table border="1"> <tr><td>Dep Assets</td></tr> <tr><td>El Incr</td></tr> <tr><td>El Decr</td></tr> <tr><td>Cmpn Incr</td></tr> <tr><td>Cmpn Decr</td></tr> <tr><td>L/T</td></tr> <tr><td>Cmpn Transf</td></tr> </table>		Dep Assets	El Incr	El Decr	Cmpn Incr	Cmpn Decr	L/T	Cmpn Transf
Dep Assets										
El Incr										
El Decr										
Cmpn Incr										
Cmpn Decr										
L/T										
Cmpn Transf										

Transfer Assets To Another Database? (Cont'd)

STEP 2:

Document Number Assignment

Key Data

UIC: [] ...

☒ Automated
☐ Manual

Doc Nbr: []

El Decr
 Cmpn Incr
 Cmpn Decr
 LIT
 Cmpn Transf

Click OK.

OK Clear Cancel

1 If you want DPAS to generate the document number, select **Automated**.
 If you want to manually assign your own document number, select **Manual**.

STEP 3:

Generate Transfer Document

Key Data

UIC: []

Document Register

Doc Nbr: []

Block: []

HRH Nbr: []

RIC: []

Stock Nbr: []

Remarks: []

Save Clear Exit

1 If you selected **Automated**, enter your DoDAAC in this field.
 If you selected **Manual**, enter your Document Number in this field.

2 If you selected **Automated**, enter or browse for the block number.
 If you selected **Manual**, this field will not be accessible.

HINT!
 If your Activity interfaces with SARSS-O Supply System, then your DoDAAC is automatically displayed in the Document Number field (and can be changed).
 Keep in mind that if you are having DPAS generate your document number; it will **NOT** be generated until AFTER the transaction is processed.

Transfer Assets To Another Database? (Cont'd)

STEP 4:

Generate Transfer Document

Key Data

UIC: _____

HRH Nbr: _____

Stock Nbr: _____

Remarks: _____

Document Register

Doc Nbr: _____

Nomen: _____

Destn Id: _____

Transfer: _____

☐ Include

1 Enter or browse for the HRH Nbr that is assigned the asset.

2 From the drop down list, select L/T Between Databases.

Save **Clear** **Exit**

STEP 5:

Generate Transfer Document

Key Data

UIC: _____

HRH Nbr: _____

RIC: _____

Stock Nbr: _____

Remarks: _____

Document Register

Doc Nbr: _____

Block: _____

Transfer Cd: _____

☐ Include Transfer Messages

1 Enter the Routing Indicator Code, if necessary.

2 Enter or browse for the stock number, if necessary.

Save **Clear** **Exit**

Transfer Assets To Another Database? (Cont'd)

STEP 6:

Generate Transfer Document

Key Data

UIC: _____

Document Register

Doc Nbr: _____

Block: _____

HRH Nbr: _____ Nor: _____

Destn Id: _____

Transfer Cd: _____

Stock Nbr: _____

☐ Include Transfer Messages

Remarks: _____

Save Clear Exit

1 Enter or browse for the Destination Id.

2 Enter or browse for the Transfer Code.

3 If you want to include your transfer messages, check this box.

STEP 7:

Generate Transfer Document

Key Data

UIC: _____

Document Register

Doc Nbr: _____

Block: _____

HRH Nbr: _____ Nomen: _____

Destn Id: _____

Stock Nbr: _____

Transfer Cd: _____

Remarks: _____

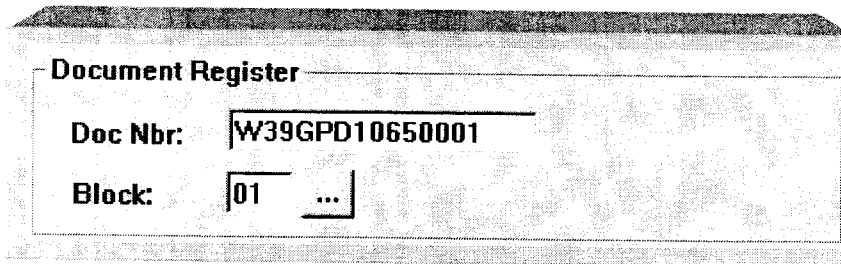
Save Clear Exit

1 If required by your Activity, enter a remark.

2 Click Save.

Transfer Assets To Another Database? (Cont'd)

When the transaction is processed, the document number is assigned (as long as you selected **Automated** in the document number assignment).



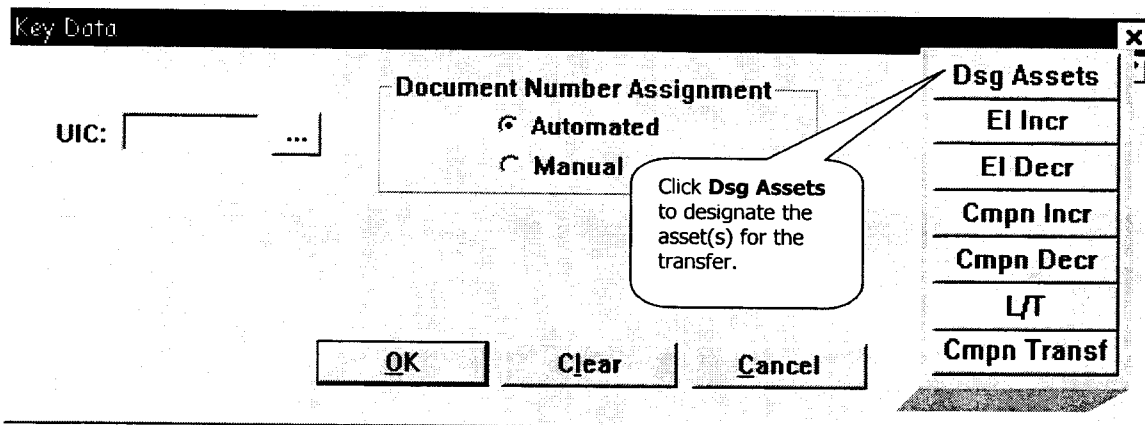
Document Register

Doc Nbr: W39GPD10650001

Block: 01 ...

STEP 8:

When the transaction is processed, DPAS will return the Key Data screen. Notice that the buttons on the side are now activated. These buttons will take you into other processes. Now that you have generated the document number, you can now designate the asset(s) for transfer.



Key Data

UIC: ...

Document Number Assignment

☒ Automated

☐ Manual

Click **Dsg Assets** to designate the asset(s) for the transfer.

OK Clear Cancel

Dsg Assets

El Incr

El Decr

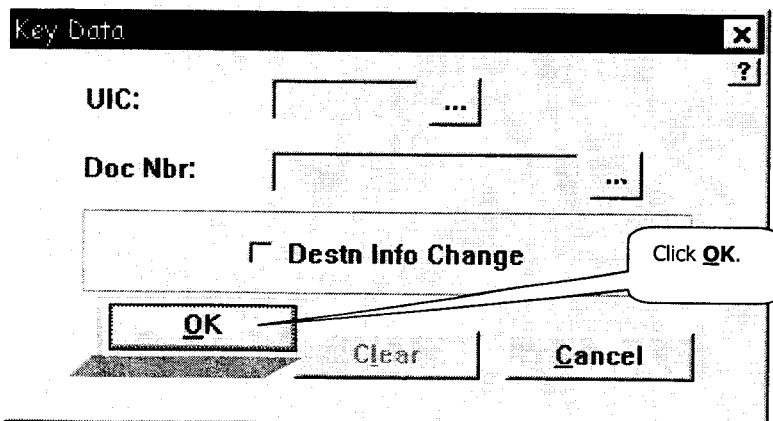
Cmpn Incr

Cmpn Decr

L/T

Cmpn Transf

STEP 9:



Key Data

UIC: ...

Doc Nbr: ...

☐ Destn Info Change

Click **OK**.

OK Clear Cancel

Transfer Assets To Another Database? (Cont'd)

STEP 10:

[illegible]

STEP 11:

[illegible]

Transfer Assets To Another Database? (Cont'd)

STEP 12:

Designate Assets for Transfer

Key Data

UIC: _____ Qty: _____

Doc Nbr: _____

Type Action: _____

HRH Nbr: _____

Destn Info

Destn Id: _____

Bar Cd: _____

Qty: _____

Serial Nbr: _____

Level: _____

Click Add.

1 If the asset(s) is bulk managed, enter the amount that you are transferring.

Bar Cd	Stock Nbr	Serial Nbr	Qty	Level

Delete Add Clear Exit

STEP 13:

Designate Assets for Transfer

Key Data

UIC: _____ Qty: _____

Doc Nbr: _____

Type Action: _____

HRH Nbr: _____

Destn Info

Destn Id: _____

Transfer Cd: _____

Site Id To: _____

UIC To: _____

Bar Cd: _____

Stock Nbr: _____

Serial Nbr: _____

Bar Cd	Stock Nbr	Serial Nbr	Qty	Level
11111	2320010907891	USA11111U	00001	00

Notice that when you processed the transaction, the designated asset appears here.

You can designate up to 50 assets at one time.

Add Clear Exit

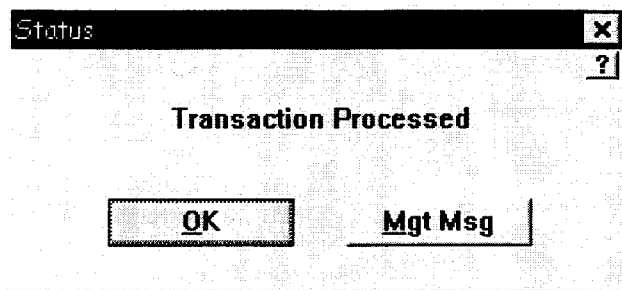


HINT!

If you designate the wrong asset, you can highlight it and remove it.

Transfer Assets To Another Database? (Cont'd)

STEP 14:



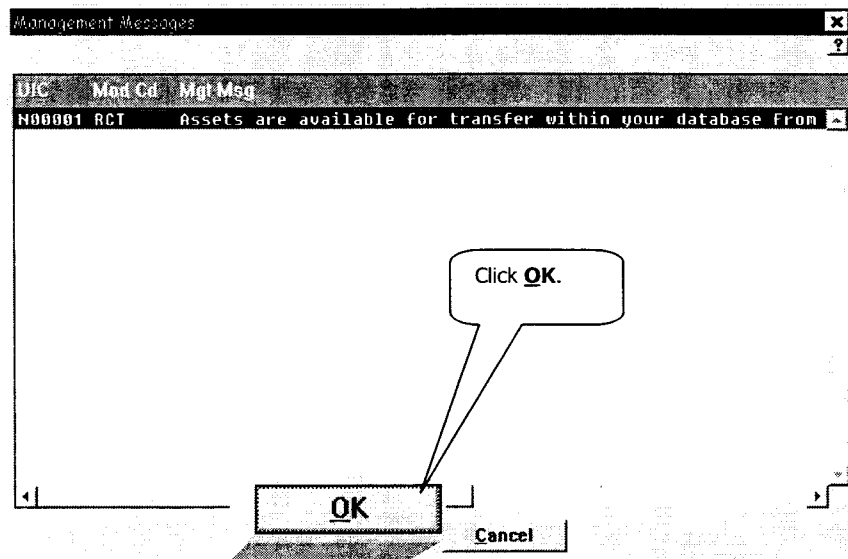
If you click OK, then DPAS will produce a generic management message and then return you back to the **Designate Assets** screen.

If you click Mgt Msg, then DPAS will allow you to add your own text to the user message text field. This will be your only opportunity to add your own message; there is no way to go back.

STEP 15:

USER MANAGEMENT MESSAGE:

If you clicked Mgt Msg, the following screen is displayed:



Transfer Assets To Another Database? (Cont'd)

STEP 16:

The screenshot shows a window titled "Management Messages" with a close button (X) and a help button (?). The window contains the following text:

UIC: AMC001 Mod Cd: RCT

Mgt Msg:

Assets are available for transfer within your database From UIC AMC001, Doc Nbr AMC00110720001, To UIC AMC004

Below the message is a large text area labeled "User Msg Text:". A callout bubble with a circled 1 points to this area, containing the text: "Enter your own message here."

At the bottom of the window are three buttons: "Save", "Clear", and "Cancel". A callout bubble with a circled 2 points to the "Save" button, containing the text: "Click Save."

To the right of the window is a "HINT!" box with a cartoon character. The text inside reads: "If you generate your own message, it may be a good idea to put the bar code(s) and/or stock number/serial number combination and the LIN of the asset(s) you will be transferring."

Behind the Scenes:

After assets have been designated for transfer, DPAS will assemble a master record for the transfer. The document number will identify the master record.

The Gaining activity will have 60 days to process an acceptance of the transfer. If the transfer is NOT accepted within 60 days, a message will be generated to the losing activity, stating that the assets have not been picked up.

Accept A Transfer From Another Database?

MODULE: Hand Receipt

INTRODUCTION

Use this process to accept assets that have been transferred to your activity from another activity when the losing activity is NOT in the same DPAS database (SITE-ID).

Assets are available for acceptance approximately 24 hours after the transfer has been initiated by the losing activity.

DPAS will generate a report of assets pending transfer during the nightly batch cycle.

This report can be viewed or printed by clicking on the word FILE in the DPAS Menu bar, and selecting PRINT REPORTS. The report will be titled Database Transfer Status Report. Assets waiting to be accepted will be listed on part one of the report.

PREREQUISITES

If your Activity uses the DPAS Document Register module, you must create a Lateral Transfer document.

If your activity uses the DPAS Authorization Module, a valid authorization must exist for each asset being transferred in.

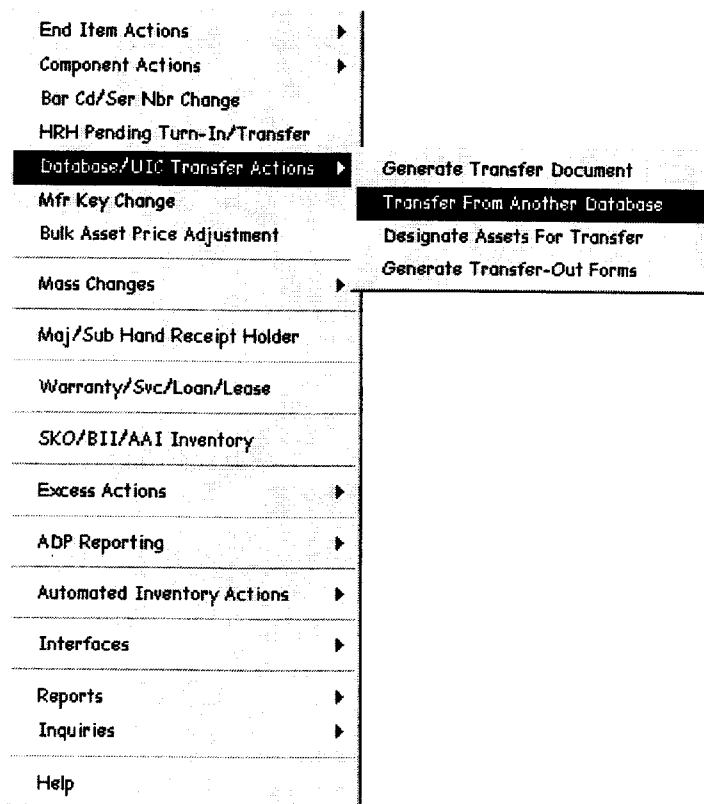
For each asset being transferred in, this process will:

- * Place each asset on the hand receipt, if a catalog record for the asset already exists on the gaining activity's database. Otherwise, the catalog record must be built.
- * Transfer any ACCUMULATED depreciation from the losing activity to the PRIOR depreciation table for the gaining activity.

Accept A Transfer From Another Database? (Cont'd)

STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Database/UIC Transfer Actions** from the program group.
3. Select **Transfer From Another Database** from the program list.



STEP 1:

From

Site Id:

UIC:

Doc Nbr:

OK Clear Cancel

① Enter the database name that the asset is coming from.

② Enter the **Losing** UIC.

③ Enter the **Losing** document number.

Accept A Transfer From Another Database? (Cont'd)

STEP 2:

Key Data

From	To
Site Id: <input type="text"/>	Site Id: <input type="text"/>
UIC: <input type="text"/>	UIC: <input type="text"/>
Doc Nbr: <input type="text"/>	Doc Nbr: <input type="text"/>

① Enter or browse for the UIC you will be assigning the asset to.
 ② Enter or browse for the transfer document number.
 ③ Click **OK**.



NOTE:

The above information will be found on the Database Transfer Status report, in part 1, Assets Pending Transfer In.

STEP 3:

Transfer From Another Database

From	To
Site Id: CLASS9	Site Id: CLASS8
UIC: W46601	UIC: W46619
Doc Nbr: W4660103180001	Doc Nbr: W4661903184001

El Stock Nbr	El Serial Nbr	Item	Capit Stock
702512345678910	0001	APPLE G4	
702512345678910	0002	APPLE G4	
702512345678910	0003	APPLE G4	

To accept an item, highlight the asset and click **OK**.

Accept A Transfer From Another Database? (Cont'd)

STEP 4:

Transfer From Another Database

Select if the asset will be an end item or a component.

☒ End Item
☐ Component

☐ Cost Embedded

Catalog
Mfr Part

UIC: ... Doc Nbr: ...

Bar Cd:
Stock Nbr: ...
Serial Nbr:

Higher Assemblage

Bar Cd:
Stock Nbr:
Serial Nbr:

OK Cancel

Accept A Transfer From Another Database? (Cont'd)

STEP 5:

Transfer From Another Database

☒ End Item
☐ Component

☐ Bulk Asset ① Check the box if the asset is bulk managed

☐ Cost Embedded ② For component items, you can check the box if the cost is embedded into the cost of the end item.

UIC: ... Doc Nbr: ...

Bar Cd:

Stock Nbr: ...

Serial Nbr:

Higher Assemblage

Bar Cd:

Stock Nbr:

Serial Nbr:

Accept A Transfer From Another Database? (Cont'd)

STEP 6:

Transfer From Another Database [X] [?]

☒ End Item
☐ Component

☐ Bulk Asset
☐ Cost Embedded

Catalog
Mfr Part

UIC: [] ... Doc Nbr: [] ...

Bar Cd: []
Stock Nbr: [] ...
Serial Nbr: []

Higher Assemblage
Bar Cd: []
Stock Nbr: []
Serial Nbr: []

OK **Cancel**

The gaining UIC and document number are displayed.